



Job Description Horticulture Officer Level 2

Position Number:	Various	FTE:	1.0
Division/Branch:	Corporate Services	Agreement/Award:	Public Service and Government Officers General Agreement 2014 or as replaced
Section:	Facilities Pilbara / Kimberley		GOSAC Award 1989
Location:			West Pilbara College of TAFE Agency Specific Agreement 2003

Reporting Relationships

Campus Manager Pilbara Level 6

Other officers reporting to the above office:

Facilities Coordinator	Level 4
Senior Facilities Officer	Level 3
2x Facilities Officer	Level 2
2x Cleaner Supervisor	Level 2
Horticulture Officer	Level 2
8x Cleaner	CInga 1

This Office – officers under direct responsibility

Nil

Key Role Statement

The position maintains the landscape and gardens and in addition participates in minor building projects and improvements to the campus facilities.

This position is responsible for the maintenance of College buildings, fixtures, grounds, gardens, and equipment.

Key Responsibilities

- Maintains campus ground, including maintenance of landscaping, reticulation systems and gardening resources.
 - Plans and undertakes landscaping improvement projects as required.
 - Identifies and performs regular maintenance and repair services to the Colleges buildings, equipment and fixtures, including painting, fixing, lubricating, etc.
 - Carries out preventative maintenance as required.
 - Liaises with external contractors and internal clients.
 - Organises and assists with the movement of equipment and furniture as directed.
 - Maintains campus grounds
 - Other duties as directed, which may include relief for other roles within the employees skills and abilities
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Selection Criteria

(maximum of 5)

- Considerable experience and knowledge in a Horticulture background.
- Proven ability to read and understand written instructions and apply safety principles.
- Ability to work as part of a team and to be able to work with minimal supervision.
- Physically capable to undertake the duties of the position including manual handling (i.e. movement of furniture and equipment).
- Possess a broad range of manual skills and practical experience.

Appointment Factors

Location	North Regional TAFE Campus
Accommodation	As per North Regional TAFE Policy subject to eligibility and availability.
Allowances	As per Award.
Travel	Travel to and work at other campuses or sites will be required as the need arises.

Special Conditions

National Police History Check:

All new staff being appointed to North Regional TAFE are required to provide a National Police History Check prior to commencing duty. All applications must be directed to the "Screening Unit" at the Department of Education and Training

Working With Children Check (WWC):

All new staff appointed to North Regional TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

Current WA 'C' Class Driver's Licence

All new staff being appointed to North Regional TAFE are required to have a current WA 'C' Class Licence as staff will be required to travel between campuses, from time to time. For staff appointed from outside Western Australia, you must apply for a WA driver's licence within three (3) months of becoming a resident of WA.

Prescribed Legislation and Regulation

As an employee of the Western Australian public sector you have specific obligations to the community of Western Australia and your colleagues. In addition to the prescribed industrial agreement, your employment is governed by the following:

Public Sector Management Act (1994) and Regulations

Vocational Education and Training Act (1996)

Public Sector Code of Ethics

North Regional TAFE's Code of Conduct

Equal Opportunity Act (1984)

Occupational Safety and Health Act (1984)

Internet Terms and Conditions of Use

Employee Software and Compliance Statement

North Regional TAFE policies and procedures

CERTIFICATION

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Business Unit Manager		Managing Director	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	